Performance Bond Release

Owner/developer has completed all work under performance bond

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Project owner/developer's engineer submits written request to PW Director requesting release of performance bond

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PW inspection staff performs inspection (or re-inspection); requests Utility Department inspection

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Inspection Failed

PW Inspections staff sends owner/developer's engineer punch list of outstanding items to be completed before bond can be released

Inspection Passed

Inspection staff receives sign-offs from Utilities Dept., Zoning Dept., geotechnical certification (if applicable), R-O-W monument letter (if applicable), and HOA letter (if applicable)

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Inspection staff sends package to PW Director for review and approval

↓

If performance bond release request is approved, PW Director notifies project owner/developer and requests PC-4 Maintenance Agreement and Maintenance Bond and $600 bond release fee

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Owner/developer submits PC-4 Agreement, Maintenance Bond (5% of original performance bond amount) and $600 bond release fee

If Maintenance Bond amount is over $200,000 Town Council must review and approve

If Maintenance Bond amount is under $200,000 Town Manager must review and approve

↓

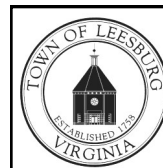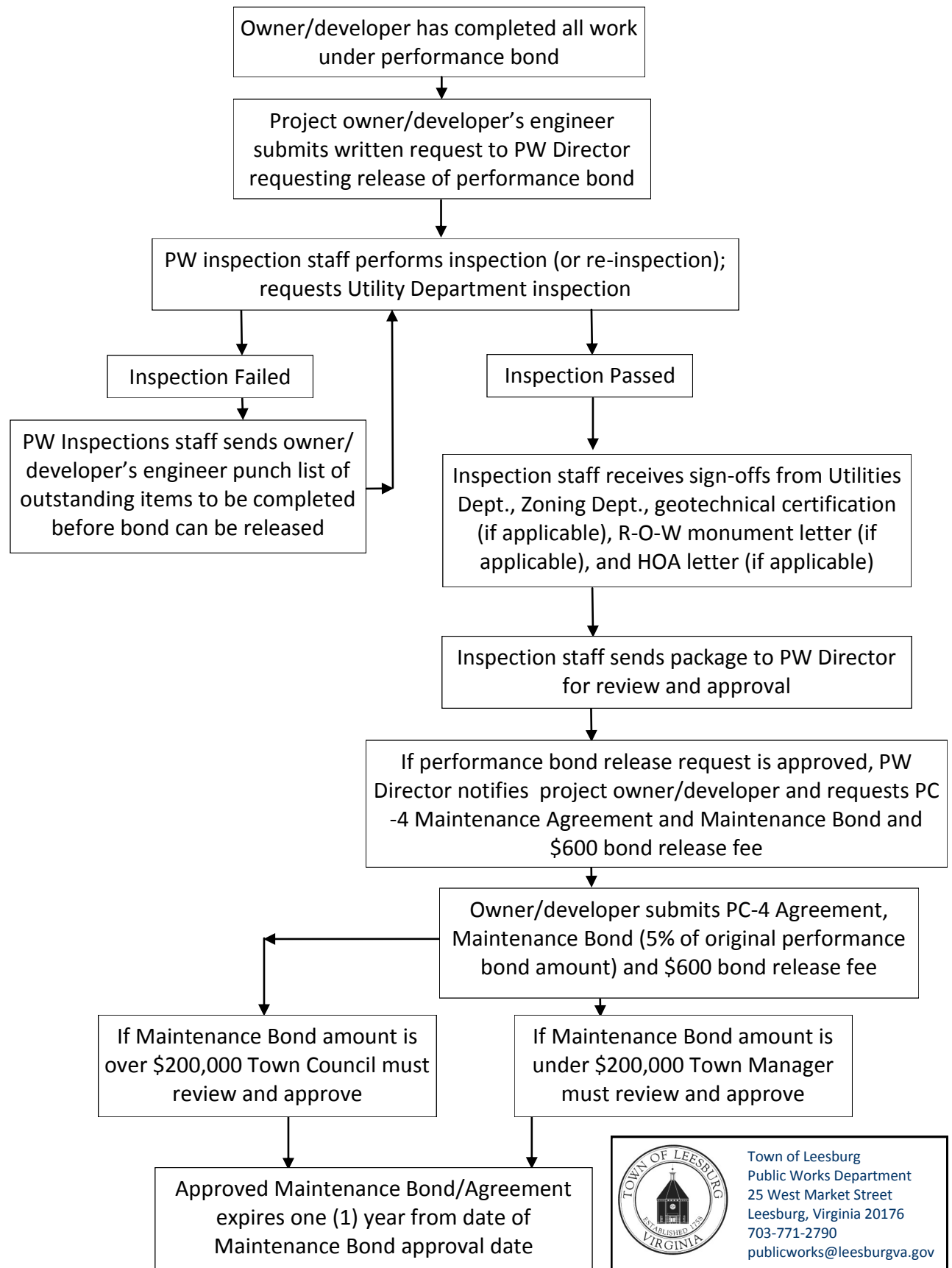Approved Maintenance Bond/Agreement expires one (1) year from date of Maintenance Bond approval date

Town of Leesburg
Public Works Department
25 West Market Street
Leesburg, Virginia 20176
703-771-2790
publicworks@leesburgva.gov